



Town Council Agenda Report

SUBJECT: Resolution

CONTACT PERSON/NUMBER: Robert C. Middaugh, (954) 797-1030

TITLE OF AGENDA ITEMS:

A resolution of the Town of Davie, Florida, creating the class specifications for Town Attorney, Assistant Town Attorney, Paralegal, and Legal Secretary in the Non-Represented Pay and Classification Plan.

REPORT IN BRIEF: On April 5, 2000, Town Council decided it was in the Town's best interest to establish an in-house legal department. The in-house legal department would perform general municipal legal functions, while legal functions requiring specialized legal expertise would be provided by outside special legal counsel(s).

Attached for your review are proposed class specifications which were prepared by DMG-Maximus for the positions of: Town Attorney, Assistant Town Attorney, Paralegal, and Legal Secretary.

The recommended salary ranges are as follows:

Town Attorney:	\$68,210 - \$91,408
Assistant Town Attorney:	\$59,226 - \$79,368
Paralegal:	\$35,270 - \$47,264
Legal Secretary:	\$30,777 - \$41,244

For salary comparison purposes, the pay scale for the Town Attorney will be the highest pay grade in the Non-Represented Pay Plan, including the starting salaries of the Police Chief, the Budget and Finance Director, the Fire Chief, the Development Services Director, and the Administrative Services Director. The starting salary for the Assistant Town Attorney would be equivalent to the starting salary of the Parks and Recreation Director.

PREVIOUS ACTIONS: Not Applicable

CONCURRENCES: Not Applicable

FISCAL IMPACT:

Has request been budgeted? No

Expected cost: approximately \$270,875 for salaries and benefits for one Town Attorney, one Assistant Town Attorney, one Paralegal, and one Legal Secretary (if all are hired at starting salary)

Account Name: Contingency

RECOMMENDATION(S): Motion to approve the Resolution

Attachment(s): Resolution, DMG-Maximus Correspondence, and Class Specifications

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATIONS FOR TOWN ATTORNEY, ASSISTANT TOWN ATTORNEY, PARALEGAL, AND LEGAL SECRETARY IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, on April 5, 2000, Town Council determined that it was in the Town of Davie's best interest to establish an in-house legal department; and

WHEREAS, the Town of Davie retained DMG-Maximus to develop job specifications and recommend pay grade assignments for the positions of Town Attorney, Assistant Town Attorney, Paralegal, and Legal Secretary; and

WHEREAS, DMG-Maximus developed and evaluated the job specifications for Town Attorney, Assistant Town Attorney, Paralegal, and Legal Secretary, and recommended them to be assigned to pay grades 537, 531, 515, and 512, respectively, in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specifications for the Town Attorney, pay grade 537; Assistant Town Attorney, pay grade 531; Paralegal, pay grade 515; and, Legal Secretary, pay grade 512; are hereby created in the Non-Represented Pay and Classification Plan as attached hereto as Exhibits "A", "B", "C", and "D".

SECTION 2. The Non-Represented Pay and Classification Plan is hereby amended to reflect the creation of the above mentioned class specifications.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2000.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2000.



TOWN OF DAVIE
2000 JUN -5 P 3 26
ADM. SVC. DEPT.

June 2, 2000

Ms. Freda Gellerstein
Personnel Coordinator
Town of Davie
6591 Orange Avenue
Davie, Florida 33314-3339

Dear Freda:

An evaluation of the following positions indicates that they should carry the following grades:

<u>Title</u>	<u>Grade</u>
Town Attorney	537
Assistant Town Attorney	531
Paralegal	515
Legal Secretary	512

If you have any questions or concerns, please feel free to contact me at (843)406-7761.
Thank you very much for your time and have a great day!

Sincerely,

Christi Lane Johnson
Consultant
DMG-MAXIMUS, INC.

CLASS SPECIFICATION

TOWN ATTORNEY

GENERAL STATEMENT OF JOB

Under limited supervision, functions as an attorney by overseeing and handling general municipal legal activities by attending meetings, drafting and reviewing resolutions, ordinances and agreements. Researches and drafts memos and opinions and interacts with Town Council, Town Administrator, department directors, as well as, other staff members. Coordinates matters with attorneys retained by the Town who specialize in certain legal fields. Reports to the Town Council.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Composes a variety of legal documents to include resolutions, ordinances, affidavits, agreements, general correspondence and memoranda.

Drafts, reviews, and revises municipal agreements/contracts for legal sufficiency.

Coordinates work and consults with attorneys retained by the Town who specialize in certain legal fields.

Interacts and communicates with various groups and individuals including, Town Council, Town Administrator, department directors and staff, outside special counsel and members of the public.

Coordinates all legal issues between Town Council, Town Administrator and appropriate staff.

Advises the Town Council members on municipal legal matters.

Represents the Town in legal proceedings including, courts, depositions, telephone conferences, administrative proceedings and other tribunals and mediation.

Prepares documents and pleadings to be filed in court calendars.

Conducts research as requested by Town Council and staff. Uses a variety of sources for information such as electronic research, state statutes, attorney general opinions, law dictionaries, codes, charters and case laws.

Provides legal advice regarding land use matters, including but not limited to, land use applications, rezoning of land, land development code text amendments, variances, special exceptions or conditional uses, administrative appeals and vacations. Handles quasi-judicial hearings.

Provides legal advice, as well as, trial and appellate representation, mitigation and settlement, pursuant to the Municipal Prosecutions of Code Violations.

Provides legal advice regarding real estate (land) purchases through probating, clearing judgments and liens, filing necessary documents and follow-up work for clear title, securing title insurance, removing various encumbrances on real estate property and performing any other associated duties related to clearing title property.

Obtains title searches of property, bills responsible parties, negotiates with other lien holders, files necessary documents for foreclosure, provides follow-up work on foreclosure action, ensures property is properly transferred to the Town, performs other duties normally associated with collecting or foreclosing on outstanding municipal liens.

Provides legal advice regarding code compliance.

Coordinates discovery requests between staff and outside special counsel as needed. Receives and responds to public record requests.

Oversees and prepares department budget.

Attends meetings of Town Council, various boards/committees, and provides legal representation.

Receives phone inquiries and responds to requests regarding the activities of the Town Attorney's Office.

Maintains confidentiality in all legal matters concerning the Town Attorney's Office and other Town departments.

Advises Town staff on legal matters relating to policy implementation.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Juris Doctorate and membership in good standing in the Florida Bar with a minimum of five to seven years of general legal municipal government experience preferably with three to five years in-house legal municipal government experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, printers, copiers, facsimile machines, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving direction and instruction from supervisor, as well as providing professional and accurate legal counsel to the staff members and Council members.

Language Ability: Requires ability to read a variety of policies and procedures, state statutes, Attorney General opinions, law dictionaries, codes, charters, and case laws. Requires the ability to correctly prepare legal memorandums, legal opinions, ordinances, affidavits, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including municipal government, budgeting, personnel, legal, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Town as they pertain to the performance of duties of the Town Attorney. Has considerable knowledge of the functions and interrelationships of Town and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Is able to make sound, educated decisions. Is capable of utilizing skills as a practicing attorney to prepare legal information and represent the Town in any legal matters that arise. Has the professional legal ability to draft and finalize legal resolutions, ordinances and agreements. Has the professional interpersonal communication skills to provide effective legal counsel that is accurate to Town Council as well as Town staff members. Understands the various resources available to locate information and is capable of conducting such research to gather pertinent information in supporting the position of the Town. Is capable of managing the department's budget following the established financial guidelines of the Town, and to provide advice and input on the Town's budgetary process. Is capable of monitoring expenditures and maintaining accounts within budgetary limitations. Is capable of producing quality work. Knows how to plan, organize and direct a support staff. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment and discretion in supervising

various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future Town needs and resolving problems. Has the ability to plan and develop daily, short and long-term goals related to Town purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

CLASS SPECIFICATION

ASSISTANT TOWN ATTORNEY

GENERAL STATEMENT OF JOB

Under limited supervision, functions as an assistant attorney by attending meetings, drafting and reviewing resolutions, ordinances and agreements. Researches and drafts memos and opinions and interacts with Town Attorney, Town Council, Town Administrator, department directors, as well as, other staff members. Reports to the Town Attorney.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides assistance to the Town Attorney in composing a variety of legal documents to include resolutions, ordinances, affidavits, and agreements, general correspondence and memoranda.

Drafts, reviews, and revises municipal agreements/contracts for legal sufficiency.

Provides assistance in representing the Town in legal proceedings including, courts, depositions, telephone conferences, administrative proceedings and other tribunals and mediation.

Prepares documents and pleadings to be filed in court calendars.

Conducts research as requested by Town Attorney. Uses a variety of sources for information such as electronic research, state statutes, attorney general opinions, law dictionaries, codes, charters and case laws.

Provides legal assistance to the Town Attorney in land use matters, municipal prosecutions of code violations, real estate purchases, liens, code compliance, and foreclosure actions.

Participates in meetings, depositions, telephone conferences and other legal proceedings.

Coordinates discovery requests between staff and outside counsel as needed.

Receives and responds to public record requests.

May attend meetings of Town Council, various boards/committees, and provides legal representations with supervision of the Town Attorney.

Receives phone inquiries and responds to requests regarding the activities of the Town Attorney's Office.

Consults with attorneys retained by the Town who specialize in certain legal fields.

Interacts and communicates with various groups and individuals including Town Council members, Town Administrator, department directors and staff, outside special counsel and members of the public.

ASSISTANT TOWN ATTORNEY

Advises Town staff on legal matters relating to policy implementation.

Maintains confidentiality in all legal matters concerning the Town Attorney's Office and other Town departments.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Juris Doctorate and membership in good standing in the Florida Bar with a minimum of three years of general legal municipal government experience preferably with two years in-house legal municipal government experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, printers, copiers, facsimile machines, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving direction and instruction from supervisor, as well as providing professional and accurate legal counsel to the staff members and Council members.

Language Ability: Requires ability to read a variety of policies and procedures, state statutes, Attorney General opinions, law dictionaries, codes, charters, and case laws. Requires the ability to correctly prepare legal memorandums, legal opinions, ordinances, affidavits, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including municipal government, budgeting, personnel, legal, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Town as they pertain to the performance of duties of the Assistant Town Attorney. Has considerable knowledge of the functions and interrelationships of Town and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Is capable of utilizing skills as a practicing attorney to prepare legal information and assisting the Town Attorney in representing the Town in any legal matters that arise. Has the professional legal ability to draft and finalize legal resolutions, ordinances, statutes, and agreements. Has the professional interpersonal communication skills to provide effective legal counsel that is accurate to Town staff members as well as Town Council. Understands the various resources available to locate information and is capable of conducting such research to gather pertinent information in supporting the position of the Town. Is capable of producing quality work which requires constant attention to detail. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment and discretion in handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future Town needs and resolving problems. Has the ability to plan and develop daily, short- and long-term goals related to Town purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

CLASS SPECIFICATION

PARALEGAL

GENERAL STATEMENT OF JOB

Under general supervision, functions as a Paralegal performing responsible legal work by handling a variety of legal support functions. Performs legal research, legal inquiries, gathers information, prepares documents, forms and reports and assists in case preparation. Reports to the Town Attorney.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Conducts statistical and documentary research.

Interacts and communicates with various groups and individuals including Town Council members, Town Administrator, department directors and staff, outside special counsel and members of the public.

Maintains confidentiality in all legal matters concerning the Town Attorney's Office and other Town departments.

Drafts communication between Town Attorney's office and Town Council, Town Administrator, department directors, supervisors and outside special counsel. Transcribes, drafts and types correspondence and memorandums as dictated by Town Attorney and Assistant Town Attorney.

Provides support to Town Attorney and Assistant Town Attorney in preparation for court hearings and trials.

Prepares legal memoranda, briefs, pleadings, subpoenas and suggests solutions.

Drafts agreements, resolutions and ordinances to be approved by the Town Attorney.

Organizes various legal documents and files.

Maintains caseload casework under the supervision of the Town Attorney.

May participate in meetings, depositions, telephone conferences and other legal proceedings.

Receives and responds to public record requests.

Receives phone inquiries and responds to requests regarding the activities of the Town Attorney's Office.

Coordinates meetings with attorneys retained by the Town who specialize in certain legal fields.

PARALEGAL

Coordinates litigation matters between outside special counsel and Town staff, including but not limited to depositions, discovery request, and trials.

Operates a variety of office machinery in the performance of job, including computer and printer, calculator, copier, telephone, and dictating machine.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate degree and/or certificate in paralegal studies with at least four (4) years of experience as a paralegal or legal secretary. Experience may substitute for the required education on a year for year basis up to a maximum of two years.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, printers, copiers, facsimile machines, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisors.

Language Ability: Requires ability to read a variety of legal documents including law histories, ordinances, charters, law dictionaries, citations, etc. Requires the ability to write reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusion; to interpret an extensive variety of instruction in oral, written, mathematical or schedule form; to deal with several abstract and concrete variables; to learn and understand relatively complex principles and techniques; to make independent judgments in the absence of supervisor; to research and acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be knowledgeable in the language used in municipal legal practice. Must also be able to communicate effectively and efficiently in a variety of technical and/or professional languages used within various Town disciplines, including construction, personnel, utilities, public service and finance.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must possess basic mathematical aptitude.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Town as they pertain to the performance of duties of the paralegal. Has knowledge of the functions and interrelationships of Town and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to produce error free documents, correspondence, etc. while transcribing, typing, and preparing information. Understands the importance of utilizing high levels of discretion and ensuring confidentiality when dealing with sensitive information within the department. Is able to make sound, educated decisions. Understands the various resources available to locate information and is capable of conducting such research to gather pertinent information in supporting the position of the Town. Is capable of producing quality work which requires constant attention to detail. Has the ability to plan and develop daily short and long-term goals related to Town purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

CLASS SPECIFICATION

LEGAL SECRETARY

GENERAL STATEMENT OF JOB

Under occasional supervision, provides secretarial, clerical and administrative support to legal department staff. Types, prepares and transcribes, correspondence, maintains files, answers telephones and performs other tasks to ensure the efficient operation of the Legal Department. Performs all work with discretion and confidentiality. Reports to the Town Attorney.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Transcribes correspondence and memorandums as dictated or directed by the Town Attorney or Assistant Town Attorney.

Types a variety of legal documents such as reports, resolutions, ordinances, contracts and agreements.

Answers telephones, responds to inquiries or directs calls to appropriate staff person.

Provides secretarial and administrative support to the Town Attorney, Assistant Town Attorney and Paralegal.

Opens and distributes mail on a daily basis.

Maintains calendar for Town Attorney and Assistant Town Attorney; schedules appointments and activities.

Interacts and communicates with various groups and individuals including Town Council members, department directors and staff, Town Administrator, outside counsel and members of the public.

Maintains confidentiality in all legal matters concerning the Town Attorney's Office and other Town departments.

Performs general office services including photocopying, collating, filling out forms and filing.

Prepares and processes purchase requisitions for department.

May be required to research Florida Law and compile information.

May enter departmental payroll information on computer.

Operates a variety of office equipment such as a computer, printer, copier, facsimile machine, dictating equipment, time clock, calculator, and telephone.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or equivalent with two years progressively responsible secretarial experience, preferably in a legal environment; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Strong computer skills required. Must be able to type at the rate of 50 wpm without errors.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, printers, copiers, facsimile machines, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, reference materials, Florida laws, etc. Requires the ability to correctly prepare legal memorandums, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Has the ability to apply principles of rational systems as used in legal secretarial work to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form..

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including municipal government, legal, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Town as they pertain to the performance of duties of the Legal Secretary. Has knowledge of the functions and interrelationships of Town and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has extensive skills in performing secretarial duties and is capable of providing effective and efficient support to the department. Has the ability to produce error free documents, correspondence, etc. while transcribing, typing, and preparing information. Understands the importance of utilizing high levels of discretion and ensuring confidentiality when dealing with sensitive information within the department. Is able to make sound, educated decisions. Understands the various resources available to locate information and is capable of conducting such research to gather pertinent information in supporting the position of the Town. Is capable of producing quality work which requires constant attention to detail. Has the ability to plan and develop daily, short- and long-term goals related to Town purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

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Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

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